

VIRGINIA SCHOOL FOR THE DEAF, BLIND AND MULTI-DISABLED AT HAMPTON

Vacancy Announcement

POSITION: Training and Development Specialist

Position#: W0248

OPEN DATE: 08/20/06

Hiring Range: (\$14.00 – \$20.00 per hour)

CLOSE DATE: Until Filled

The Virginia School for the Deaf, Blind and Multi-Disabled at Hampton is seeking a creative and innovative individual to conduct, manage, plan and implement training programs for the agency.

Responsibilities include:

- Lead and oversee the planning and implementation of training programs for all staff positions within the agency
- Consult with onsite supervisors regarding available performance improvement service needs
- Coordinate orientation sessions and arrange on the job related training for new employees
- Complete needs assessment, and determine most appropriate training programs for staff based on needs analysis, observations, incident reports, feedback from employees, and collaboration among the management team
- Coordinate the logistical arrangements for training classes, workshops, or sessions
- Conduct various training programs, workshops, and sessions for employees
- Make community contacts with local colleges and universities to identify training opportunities
- Consult with agency trainers to establish schedule and location of training classes
- Track training data, and updates training information in electronic database; prints reports as requested by management
- Prepare and disseminate training notification and materials for staff training experiences
- Maintain individual staff training files
- Supervise and mentor staff trainers
- Perform other duties as assigned by the Director of Human Resources

Qualifications:

- A Baccalaureate Degree from a regionally accredited college or university is required

- A Master's Degree from a regionally accredited college or university, preferred
- Knowledge of professional preparation and education competency requirements
- Knowledge of training systems and theory
- Knowledge of adult learning theory
- Experience developing training programs, preferred
- Supervisory experience, preferred
- Proficiency in use of a variety of office equipment; proofreading for accuracy, grammar and standard English
- Must have extensive office experience; excellent written and verbal communication skills; excellent interpersonal and presentation skills
- Willingness to provide training for employees during various work schedules
- Ability to work independently, plan, organize and prioritize work is essential
- Current CPR and First Aid Certification required, or must be obtained within 90 days of employment
- Proficiency or willingness to learn American Sign Language in order to communicate with students, parents, and other agency staff who are deaf

Physical Requirement:

- Moderating lifting, exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently
- Standing, sitting, reaching, lifting, walking, climbing, and repetitive motion

Note: A criminal history check will be required for final candidates.

Submit State Application Form (#10-012) to: Virginia School for the Deaf, Blind and Multi-Disabled at Hampton, Office of Human Resources, 700 Shell Road, Hampton, Virginia 23661. There is a five (5) day minimum posting requirement. For assistant call VOICE/TDD 757-247-20520, or FAX (757) 247-2028 or visit our website at www.vsdbmh.virginia.gov. Applications are available on line at <http://jobs.state.va.us/eo-appl.htm>

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